

## *Section I: Basic Web Page Development*

## ***Process Overview***

This process addresses the series of steps required to convert a basic DOA Section website to the new InfoLouisiana format. It will include the steps required from planning the site through creation and implementation of the final web pages. These procedures are for a basic web page with the following characteristics:

- ◆ Use of a Dreamweaver template.
- ◆ Vertical navigation bar with text links.
- ◆ No flyout submenus.
- ◆ Email links.
- ◆ No interactive processes (i.e. online submission of forms, etc.).

Use of these procedures is enhanced by a basic understanding of Macromedia's Dreamweaver software, which may be gained through the tutorial under the HELP option on the Dreamweaver top menu bar.

The conversion process consists of 7 basic phases:

1. Plan the website.
  - ◆ Define the website.
  - ◆ Define the website file structure.
  - ◆ Define basic required links for vertical navigation bar.
  - ◆ Define pages required and content.
  - ◆ Define additional links for specific page content areas.
2. Obtain/establish the necessary resources and templates.
  - ◆ Create or modify your website and directory structure.
  - ◆ Obtain basic section template (from the DOA Web Coordinator or intranet).
  - ◆ Obtain additional graphics – select standard top graphics bar and obtain additional images as desired for content area.
  - ◆ Create a section template with top image bar and navigation links as defined during the planning phase.
3. Create the web pages.
  - ◆ Plain text pages.
  - ◆ Formatted text pages with specific content areas.
4. Test the web pages.
  - ◆ Content.
  - ◆ Navigation.
  - ◆ Browser compatibility.
  - ◆ Accessibility.
5. Obtain a review and signoff from section management.
6. Obtain a review and signoff from the DOA Web Coordinator or designee.

Each of the basic areas will be explained in detail in the following sections of this document.

## ***Planning the Website***

The website Review Notes forms distributed in the spring of 2000 by the DOA Web Coordinator may be helpful in defining and tracking the pages and files associated with your site. A sample copy will be included in Appendix A.

### **Define Website:**

- ♦ Identify the basic purpose and role of your section website and determine a good descriptive name for the site.
- ♦ Determine basic categories of content to be maintained and individuals responsible for maintaining that content.
- ♦ .....

### **Define Website File Structure:**

- ♦ Establish the basic root directory for the site. It may be on your standalone PC or on a LAN shared drive.
- ♦ Determine additional subdirectories for the website:
  - Templates (required)
  - Images (required)
  - Additional subdirectories for specific web pages by content type or structural hierarchy (strictly optional – in most cases all web page html files can be stored most effectively in the root directory).
- ♦ Decide on a logical naming scheme for html files (see Standards chapter).
- ♦ Determine individuals responsible for reviewing and maintaining information for each type of content.

### **Define Navigation Bar:**

- ♦ Define the basic links to be provided on your vertical navigation bar. These should be established for logical grouping of information and should be consistent throughout all pages of your site.
- ♦ Define additional links that may be needed in the content areas of specific pages if known at this point.
- ♦ Determine intermediate menus that may be required.

### **Define Pages Required:**

- ♦ Prepare a list of all pages that are required and develop good descriptive titles for each.
- ♦ Document high level content to be provided on each page.
- ♦ Document additional links to be provided on each page.
- ♦ If a hierarchy of subdirectories is to be maintained, determined the level of each page. (A flowchart may be helpful in reviewing site structure before beginning development.)

### **Write Page Content:**

- ♦ Assign pages to responsible parties for content review and development (for new pages, or for additional content on existing pages).
- ♦ Document basic characteristics required for each page (i.e. straight text or tables for formatting).
- ♦ Document graphics desired for content area.

### **Define Additional Links for Specific Pages:**

Most links may already have been defined in the prior planning steps. However, this would be a good time for a final review of the site structure to determine if any additional links are required on specific pages.

**Obtain Basic Dreamweaver Templates:**

- ♦ Download Dreamweaver templates from the DOA intranet ([http://www.wapptest/intranet/special\\_web\\_files.htm](http://www.wapptest/intranet/special_web_files.htm)). The following instructions are available on the Web Page Components Library page:
  1. **Right** click on the template link.
  2. Click on "Save Target As..."
  3. In "Save As" window:
    - a. Navigate to your appropriate local subdirectory for templates (/Templates - first level down from site root). **Keep Internet components and intranet components in separate subdirectories and under separate Dreamweaver site definitions.**
    - b. Rename file if desired - but file name extension must remain as .dwt.
    - c. Verify that "Save as type" is "HTML document".
    - d. Click on "Save".

**Obtain Graphics:**

Download graphics (for top graphics bar and/or content areas) from the DOA intranet ([http://www.wapptest/intranet/special\\_web\\_files.htm](http://www.wapptest/intranet/special_web_files.htm)). The following instructions are available on the Web Page Components Library page:

1. Click on link below ("Link to Image Library") to open subdirectory listing of all image files. (To view images before selecting, open by double-clicking on image name. Be sure to click on browser's "Back" button to return to image list keep session open for image selection.)
2. **Right** click on the image file name.
3. Click on "Save Target As..."
4. In "Save As" window:
  - a. Navigate to your appropriate local subdirectory for images. **Keep Internet components and intranet components in separate subdirectories and under separate Dreamweaver site definitions.**
  - b. Rename file if desired and make sure file name extensions show as "gif" or "jpg" in the Save As window. (The Save Target As window seems to change the JPEG file extension of the web image file from "jpg" to "jpe" - that should be changed to locate those files easily under Dreamweaver.)
  - c. Click on "Save".

The section in this document related to Graphics provides further details on obtaining and preparing graphics for your web pages.

**Customize Basic Templates for Section:**

- ♦ See chapter on Templates for instructions on modifying Dreamweaver templates. The following changes, at minimum, will need to be made to the basic templates:
  - Replace generic gray bar image at top of page with individual images or prepared image bar from the graphics library on the intranet.
  - Replace dummy text links with specific link text and target files for section requirements (see chapter on Creating and Modify HTML Pages for instructions on defining links).

Additional graphics may be purchased as needed. Some potential sources are listed in the chapter on Graphics.

**Create/Modify Website Directory Structure :**

Review materials developed to date. If earlier planning determines that a special subdirectory structure is advisable for segregating html pages by content or hierarchy in website, create or modify the directory file structure at this time.